

CALIFORNIA STATE LIBRARY

Sacramento

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PROGRAM

CRITERIA FOR DIGITIZATION AND LOCAL HISTORY GRANTS

Digitization projects for local history collections will be evaluated competitively based on the significance of the materials to be digitized, the client group and purpose involved, barriers to access to the existing content, collaborative elements proposed, experience and qualifications of the applicant, determination of appropriate rights management, and long-term viability. Because funds are limited it is anticipated that not all digitization projects will be awarded grant support.

For public libraries, projects to digitize local history collections must describe the statewide as well as local value and interest of the materials. Partnerships with other institutions are encouraged but a library must be the lead agency and receive the grant funds. A local dollar match of at least one third, either in-kind or as other funds, is required. Participants must agree to collaborate with the California Digital Library's Online Archive of California (OAC) by contributing images and descriptive data for hosting in the OAC database and system, if requested to do so by the State Library. A maximum of \$50,000 in LSTA funds is awarded per project.

GENERAL GUIDELINES FOR DIGITIZATION/LOCAL HISTORY PROJECTS:

1. Needs assessment must be performed prior to the proposal stage. The assessment consists of two elements, collection assessment and client assessment:

- A collection assessment describes the materials to be converted and their local and statewide significance, the guidelines the library will employ to select items or categories to be converted, how the library will prioritize items in the selection process, and basis for estimating the cost of the project. The applicant should provide detailed information on the size of collection, format of originals and number of items. In explaining significance, describe the collection's relation to California history, society, and culture; the uniqueness of collection; and its importance to statewide resource sharing. Explain how this resource sharing will be done.
- Client assessment identifies the present and potential users of the converted material. Methods to capture that information may include surveys, focus groups, analysis of data (circulation, collection usage, visits, reference inquiries, etc.), interviews, and literature searches documenting who needs access to the collection, barriers to access, and how the project will address these barriers.

2. Rights management must be considered. The copyright status of each individual item must be reviewed. Unless the work is in the public domain the copyright owner must give express permission for the creation of a digitized version to be placed on the Internet by the library. Libraries should provide information about copyright for all works displayed. The *"Bits of History" Copyright Guide* (<http://www.rosenlaw.com/html/Internet.PDF>) should be consulted for more information on general rights management issues for digitization projects.

3. Projects should, at minimum, follow the guidelines provided in California State Library Metadata Standards and California State Library Scanning Standards. (See <http://www.library.ca.gov/html/grants.html>) Indicate in your proposal/application that you are aware of these documents and that you intend to follow the guidelines as basic standards.
4. Discuss preservation plans for the physical collection. Digitization efforts should not necessarily substitute for normal preservation activities. Preservation of the digital images, original source materials, descriptive data, and access tools should all be part of the project plan.
5. A detailed budget discussion should describe the methodology by which costs are derived for digitizing, development of metadata, and all other project elements. Establish a cost per item. Total cost per image includes all expenses, not just scanning. Applicants are encouraged to compare on-site and contracted digitizing. In allocating costs for equipment such as scanners, base your estimates on professional equipment series intended for constant or heavy use rather than light-duty consumer models.

For further information, applicants are advised to contact Ira Bray, Electronic Information Resources Consultant, California State Library, tel. (916) 653-0171, ibray@library.ca.gov, prior to developing a proposal.

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